

## CITY OF FITCHBURG POSITION DESCRIPTION

TITLE: Recreation Director

SUPERVISOR: Board of Park Commissioners  
Commissioner of Public Works

SALARY RANGE: \$805.00 TO \$873.00 PER WEEK (GRADE 9)

CLASIFICATION: Union Position – FAMASS Union

*The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position*

RESPONSIBILITIES: Under general direction of the Board of Parks Commissioners and the direct supervision of the Commissioner of public works; develops, directs, administers and manages a comprehensive parks and recreation program, including facilities, to meet community needs for safe and accessible parks, sports, camps and related activities. This includes oversight over: the operation of indoor and outdoor recreation programs and department budgets; evaluating community needs; developing and accessing programs and managing a variety of facilities, including the over 42 parks, 2 splash parks and a community swimming pool. The Recreation Director is required to exercise considerable independent judgment in administering and managing municipal parks and recreation programs and activities and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

DUTIES:

1. Directs the activities of all Recreation employees; allocates work through professional and seasonal staff in several functional work and program areas; and coordinates with Human Resources to administer all personnel procedures, including hiring seasonal staff, training, development and evaluation.
2. Develop annual budget and assess future program needs. Coordinate all financial needs, record keeping and financial accountability.
3. Oversees the preparation of brochures, activity schedules, press releases and other public relations materials. Prepares regular narrative and statistical reports for the Commissioner of Public Works. Reports work accomplished to the Board of Park Commissioners monthly. Plans agenda and meeting materials for the Board of Park Commissioners. Serves as the Clerk to the Board of Park Commissioners.
4. Initiate, plan, organize, and direct comprehensive community recreational operations, special events and activities and evaluate the effectiveness of programs and recreational needs of the community; develop short term and long range departmental plans. Conduct needs assessments. Organizes and supervises winter basketball leagues. Assist Civic Days Committee with planning and staffing of annual Civic Days events.
5. Coordinate activities, parks usage and scheduling, program management and sponsorships with public, private, cultural and recreational organizations, including sports leagues, Fitchburg State University and the Fitchburg Public Schools.

## Job Description: Recreation Director (Continued)

6. Coordinates the need for maintenance schedule for parks and recreational facilities with Public Works Department or outside contractors. Plans for the development of parks and recreation areas and facilities improvements. Maintains inventory of renewable and capital supplies of the division and coordinates the purchasing and maintenance of program materials.

### QUALIFICATIONS:

1. Bachelor's Degree or Associates Degree in a related field preferred, three (3) years of related experience.
2. Ability to coordinate a city wide range of recreational activities.
3. Knowledge of recreational activities with experience in the following areas: handcrafts, social recreation, dramatics, music, senior activities, sports leagues, activities for all age groups, informal athletics, exercise and fitness programs, youth education, field trips, and camp programs.
4. Certified in CPR and First Aid.
5. Ability to work harmoniously with diverse community groups
6. Must have good communication skills, written and oral.
7. Must be available seven (7) days per week to monitor and supervise on-going programs.
8. Ability to obtain a CPO (Certified Pool Operators) License.
9. Must have a valid driver's license.
10. Strong computer skills, including Microsoft Office products.

### PHYSICAL COMPONENT:

1. Requires participation in a variety of physical activities.
2. Must pass PE and Drug Testing.

### RATEED:

Moderate with occasional Heavy lifting.

*This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.*

The City of Fitchburg is an Equal Opportunity Employer (EOE)